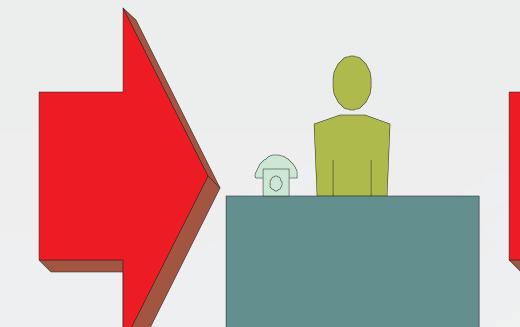
# Figure 4. "To Be" Easement

#### Business Process

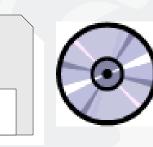
Thursday, September 12, 2002

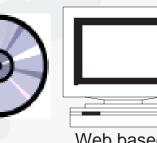




Corps provides document to applicant with requirements for an easement (floppy, hardcopy, Web based)







Assigns number to project and creates folder setup on **Enterprise** 

Applicant submits request with Preliminary Easement Information (preferably digital form on CD-ROM floppy, or email)

**Description of structure or facility** 

Purpose and need for structure or facility

**Basic Construction Method** 

Justification for placement of structure or facility on government property

**Alternative routes and locations** (including routes off of government property)

Grantee



## **Reviews Request**

Lake scans data and uses GIS to generate shapefile with easement shape (if data not provided in digital form). **Load data onto Enterprise** 

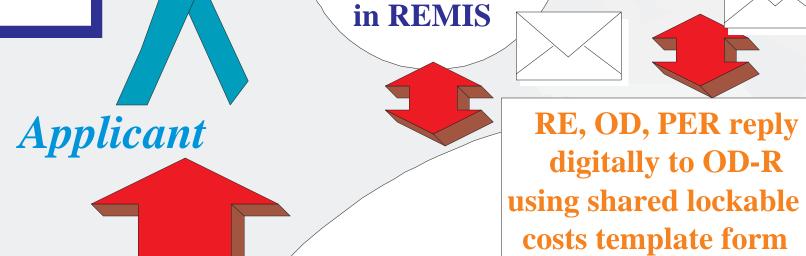
Uses GIS to assess easement location in conjunction with existing resources **Develops recommendation memo and** 

Recommendation

puts on Enterprise

Memo





**\$ Needed** 

**Real Estate** 

- define task

for



\$ Needed

**Operations** 

**Division** 

(lake Office)

**Needs** 

**\$ Needed** 

for PER

for

**Determine feasibility** 

If NO - digital reply to applicant declining or requiring more info

If Yes - determine if EA needed

Digital message sent to OD (lake office), RE, PER stating whether EA is needed and requesting the funds they need

Use shared lockable costs template form on system When template completed, system pings OD-R to send out letter to applicant.

**OD-R** mails hardcopy to applicant and retains copy on Enterprise

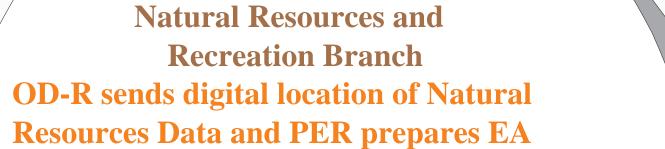
**Consultants** 

System triggers digital message to RE that letter sent to applicant (applicant POC information included in message).



### Real Estate Division

(see real estate page)



**OD-R** prepares concurrence memo **Stored on Enterprise Branch chief digitally accepts** concurrence memo

Planning Environment and

Regulatory (PER)

**Operations Division** 

Acceptance automatically triggers digital transfer to RE (with link to memo and project data)

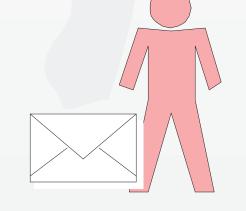


or

**EA Not** 

Needed





Send digital link

of recommendation

memo, preliminary

Lake Manager.

tracking system.

approved.

data, and shapefile to

approves or declines

the recommendation

memo through digital

forwards to OD-R if

is stored on Enterprise

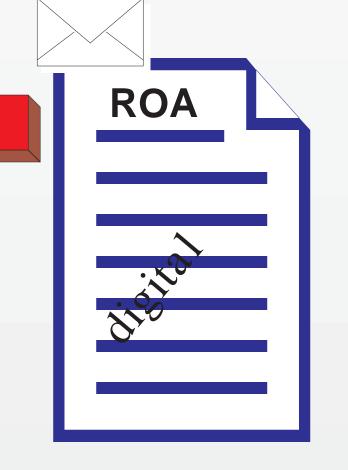
**System automatically** 

All digital correspondence

Lake Manager digitally

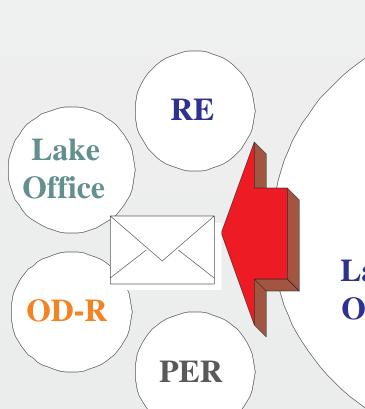
Digitally transfer to manager for approval (link to ROA) Lake Manager digitally

approves ROA Approval triggers digital transfer to OD-R (with link to memo and project data)

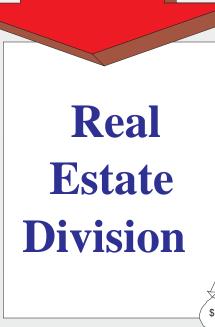


Lake Office stores data from applicant on Enterprise Lake Office prepares ROA and puts on Enterprise (See figure 3 for list of info)





**Work Item for** billing CEFMS task # triggers digital notification to Lake Office, PER, **OD-R, RE** to start work



Letter

from OD-R

to Applicant

EA not needed

\$ needed 8

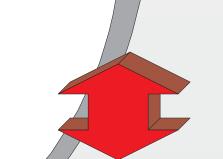
EA needed

## Real Estate Division

(see real estate page)

### **Operations Division Natural Resources and Recreation Branch**

**OD-R** prepares concurrence memo **Stored on Enterprise Branch chief digitally accepts** concurrence memo **Acceptance automatically triggers** digital transfer to RE (with link to memo and project data)



**Coordinates with PER** as needed



Applicant

